

Tri-Mission France Foreign National Student Intern Program Announcement



U.S. Missions to France, OECD, & UNESCO

Open to: All non-U.S. Citizen Students
Resident in France

Date: November 15, 2015

**Current
Internship:** American Presence Post Toulouse

**Deadline
to apply:** Until filled

Internship Description

The Consulate in Toulouse requires a qualified intern to help advance U.S.-France economic and cultural ties. Interns will have opportunities to assist in the planning and realization of U.S. cultural outreach programs in the region by directly working with the Consul, the economic assistant, and our public affairs assistant. They will also be able to research and suggest ways to promote trade and business for U.S. companies interested in establishing commercial ties in the region and generally to create close links between the United States and the Midi-Pyrénées-Languedoc-Roussillon Regions. This may also include identifying barriers to U.S. goods and trade in the French market. The intern will also study areas and ways to stimulate French investment in the United States in the agricultural and services industries, as well as research possible U.S. speakers for topic-specific events, cultural exchanges, and outreach programs (such as Black History Month, International Women's Day, U.S. elections, etc.).

Gratuitous Service: There are no benefits attached to this internship opportunity, no compensation, leave accrual, nor any future employment rights.

Eligibility Requirements:

- Must be at least **18 years** of age.
- Must possess a **baccalaureate diploma** or a **high school diploma** or have completed an equivalent secondary school program.
- Must be currently enrolled in a post baccalaureate program in good academic standing and able to provide a certified transcript to verify academic standing.
- Must complete a "Convention de stage" signed by the current academic institution. The Convention de stage must include school medical insurance.
- Must demonstrate the potential to accomplish the type of work to be performed.
- Must meet the requirements of the advertised internship opportunity.
- Must be able to receive a security certification.

Hours: Full-time 35 hours a week, 7 hours daily Monday through Friday.

Internship period: To be defined:

Please specify your preferred time frame in your Statement of Interest

Duration of this internship: 2 months maximum (8 weeks)

Description of Duties and Responsibilities:

- Monitor and report on media reports on issues of interest to the United States, with a focus on political, economic / business, security and social developments in the Consular district. (in coordination with Public Affairs Specialist)
- Attend and assist the Public Affairs Specialist with cultural outreach events planning and execution.
- As required, accompany Consul General to meetings and events and serve as a note-taker and photographer. As requested, prepare written reports on these meetings for Strasbourg or Paris.
- Draft brief reports / Facebook postings in both French and English, on events and activities of the Consulate General.
- Draft materials as requested by the Consul General on the Mission's priorities and programs, designed to appeal to youth audiences.
- Assist with visits to the region and visitors to the Consulate General.

Required Skills/Qualifications: (These may be tested)

1. Education:

- Must possess Bachelors degree or equivalent academic education

2. Knowledge:

- Knowledge in the culture and political climate in east of France.

3. Language Proficiency:

- English (Writing-Reading-Speaking): Excellent Level.
Must be able to read, analyze and draft documents in English.
- French (Writing-Reading-Speaking) native speaker

4. Skills:

- Must be able to use the Internet to conduct information searches.
- Must be able to create documents using Microsoft Word.
- Must be able to create basic spreadsheets using Microsoft Excel.
- Must be able to use Microsoft Outlook for e-mail messaging etc.
- Good interpersonal skills.

Application Filing Procedures:

To be considered, intern applicants are asked to submit the four following documents:

- A Curriculum Vitae in English
- A Statement of Interest in English to include your objectives and motivation for seeking this internship opportunity and how your academic coursework and other experiences relate to the internship opportunity you are applying for.
- Official enrollment from your educational institution, such as a copy of your student card.
- A copy of your ID card.

Submit application at least two months prior to your internship period to:

ParisRecruitment@state.gov

(Please add "Internship Toulouse" to the subject line of your e-mail)

The U.S. Mission in France provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation.